



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
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NORFOLK VA 23551-4615

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COMNAVRESFORNOTE 1001
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14 Sep 2021

COMNAVRESFOR NOTICE 1001

From: Commander, Navy Reserve Force

Subj: FISCAL YEAR 2022 FORCE EXECUTION GUIDANCE

Ref: (a) BUPERSINST 1001.39F
(b) RESPERS M-1001.5 CH-12
(c) DoD Instruction 1215.06
(d) OPNAVINST 1001.27
(e) COMNAVRESFORINST 1120.3A
(f) CNO WASHINGTON DC 131713Z Jun 16 (NAVADMIN 137/16)
(g) COMUSFLTFORCOM DTG R 131300Z JUN 19 ZYB
(h) COMNAVRESFOR NORFOLK VA 241030Z Nov 20 (ALNAVRESFOR 025/20)
(i) MCPON's "Laying the Keel" Leadership Guidance

1. Purpose. To provide supplemental guidance per references (a) through (i) as applicable to subordinate commands and Reserve Program Directors (RPD). All Sailors will be familiar with the contents of the governing directives in their entirety.

2. Goal. To complete Navy Reserve training requirements, maintain mobilization readiness, and provide operational support, to maximize warfighting readiness throughout the fiscal year (FY). Additionally, in keeping with Secretary of the Navy, Chief of Naval Operations, and Chief of Navy Reserve guidance to improve the lethality of our Navy and Navy Reserve, prioritize the execution of discretionary Reserve Personnel Navy (RPN) funds towards more warfighting readiness and strategic depth per reference (g).

3. FY22 Planning Considerations. Significant changes to Force priorities have been implemented as a result of the guidance associated with reference (h). Therefore, increased emphasis will be placed on using discretionary RPN funds to achieve warfighting readiness objectives over ad hoc operational support.

4. Satisfactory Participation Requirements

a. All unit commanding officers (CO) or officers in charge (OIC) are required to read and comply with all guidance in this document. COs and OICs will counsel their assigned Sailors on satisfactory participation requirements as specified in reference (b). Failure to meet minimum active duty participation requirements for two fiscal years in a rolling three-year period will result in adverse administrative action per reference (b).

b. Per reference (b), Selected Reservists (SELRES) Sailors require 40 of 48 regular inactive duty training (IDT) periods favorably adjudicated per FY (1 October 2021 – 30 September 2022). The definition of a favorable adjudication is a present (P) or authorized absence (AA). Unit COs should be cognizant of the status of an individual's regularly scheduled IDT completion rate prior to approving additional IDT periods. Additional IDT periods are additional training periods (ATP), additional flying and flight training periods (AFTP), and readiness management periods (RMP).

c. Per reference (b), SELRES Sailors will perform 12 to 14 days of Active Duty (AD) each FY. Regardless of a Sailor's Reserve affiliation date, SELRES may meet this requirement in a FY with any combination of 12 or more days of:

- (1) Annual Training (AT)
- (2) Active Duty for Training (ADT)
- (3) Active Duty for Operational Support (ADOS)
- (4) Recall
- (5) Mobilization
- (6) Active Component (AC) service

d. AT waiver requests. Sailors who do not meet their AD requirement will request an AT waiver. SELRES will self-report an issue requiring an AT waiver. An approved AT waiver meets the annual AD participation requirement. Submit AT waiver requests to the NRA CO via the COC, per reference (b).

e. A SELRES affiliating prior to 1 June is required to complete 12 or more days of AD for the FY. A member affiliating 1 June or later is not required to complete 12 or more days of AD.

f. AT waiver approval authority typically rests with the Navy Reserve Activity (NRA) CO with exceptions per reference (b). All waiver requests require concurrence from the member's unit mobilization unit identification code (UMUIC) CO or OIC. When considering AT waivers, approvers will factor the following guidance from reference (b). Waivers will be closely scrutinized by Unit and NRA leadership and only approved in unique circumstances.

- (1) Undue personal hardship exists that precludes AD.
- (2) Not medically qualified or prohibited from performing AD.

(3) Training cancelled or modified by the supported command that precluded attainment of 12 or more days of AD.

5. AT Policy

a. The purpose of AT is to provide individual warfare readiness training for a member's mobilization billet. AT should be the primary means to satisfy the minimum annual AD participation requirement. AT orders are involuntary orders. Completion of the minimum yearly AT requirement prior to execution of other types of AD (ADT, ADOS) is preferred. However, to allow commands the flexibility to match mission priorities with funding requirements, an "AT first" policy is not mandatory.

b. AT deadlines.

(1) 1 May – SELRES with known personal hardships will submit AT waiver requests to their Chain-of-Command (COC) per reference (b). Emergent AT waivers may be submitted for consideration through the end of the FY as stipulated in paragraph 4(e).

(2) 31 May – RPDs will ensure all planned AT requirements are submitted into Navy Reserve Order Writing System (NROWS). Ensure all assigned SELRES are afforded an opportunity to meet their annual AD participation requirements.

(3) 1 June – SELRES not assigned an AT requirement from their supported command may request AT opportunities outside of their supported commands. RPDs will support these requests with timely approval in the NROWS planning module process.

(4) 30 June – NRAs will save and route all planned AT orders in NROWS for the remainder of the FY. NRAs should anticipate SELRES continuing to submit orders for approval after this date. Approval of orders saved and routed after 30 June will be based on available funding. Only those orders forwarded past the NRA Orders Specialist (OS) by 30 June are guaranteed fund approval.

(5) 30 September – NRAs will ensure all AT waiver requests are adjudicated and appropriate code entries made in Navy Standard Integrated Personnel System (NSIPS) per reference (b).

c. NRA COs, unit COs, and RPDs will use 14 days of AT (excluding travel) when building requirements in the NROWS planning module unless designated by Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) as a unit approved for fenced exceptional annual training (E-AT). When E-AT is available, it may be requested through individual order applications. E-AT applications automatically route to COMNAVRESFORCOM Force Operations (N31) for headquarter waivers.

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d. When a SELRES has been identified for mobilization with an individual mobilization status code of R## or RC1, NRA COs and RPDs should coordinate with each other in using the member's AT to complete mobilization screening requirements.

e. AT order approval.

(1) In order to ensure orders can be processed within 14 days (for Continental U.S. orders), NRA OSs will save and route valid AT orders within five business days of receipt.

(2) NRAs will continuously fund and approve all AT orders that begin within 45 days, as soon as practicable.

f. Split AT.

(1) Without travel is authorized.

(2) With travel is authorized based on the practicality of the request and availability of funding.

(3) Travel days are included when calculating the total number of AT days for the FY.

g. E-AT.

(1) AT beyond the 14-day planning figure, known as E-AT, will be approved on a case-by-case basis by COMNAVRESFORCOM Operations (N3). Approval will be no earlier than 45 days prior to the start date of the order.

(2) The total number of AT days executed will not exceed 29 days in an FY. All travel days are included when calculating the total number of AT days for the FY.

(3) CONUS E-AT requests will be submitted to COMNAVRESFORCOM N3 no later than 14 days prior to order start date. Outside the Continental U.S. (OCONUS) E-AT requests will be submitted to COMNAVRESFORCOM N3 no later than 30 days prior to order start date. These deadlines facilitate travel coordination and avoid short lead-time travel challenges.

6. ADT Policy

a. ADT-Special funding requests will be prioritized by the COMNAVRESFORCOM Executive Committee (EXCOM), with COMNAVRESFORCOM N31 as the executive agent.

b. Per reference (d), all ADT orders over 29 days will be screened by the NRA OS. Commands requesting ADT orders for reserve Sailors with 16 or more years cumulative active-duty service will be screened. Orders will not be issued for greater than 29 days per fiscal year

for reserve Sailors with 17.5 or more years cumulative active-duty service unless authorized by Office of the Chief of Naval Operations (N13).

c. Per reference (c), the primary purpose of ADT is to provide individual or unit readiness training. Long-term orders that do not provide training and readiness value are antithetical to this guidance and to the philosophies laid out by reference (h). Therefore, all ADT requirements exceeding 180 days will be reviewed by COMNAVRESFORCOM N31 for validity.

d. Performance of ADT-Special by members of the Voluntary Training Unit (VTU). Per reference (h), ADT funds are to be used primarily for the development of warfighting readiness. RPD's may utilize VTU personnel to fill vacancies in joint manning documents for exercise support or in capacities that support warfighting readiness when SELRES are not otherwise available. As members of the VTU do not have warfighting readiness requirements, they are authorized to perform no more than 29 days of ADT in Fiscal Year 2022.

e. ADT-Schools training requirements.

(1) COMNAVRESFORCOM Education and Training (N7) centrally manages the ADT-schools fund. Per the Navy Reserve Fighting Instructions, COMNAVRESFORCOM N7 will prioritize the use of discretionary ADT-school funds and training time to build high-end warfighting readiness over training for administrative tasking. The COMNAVRESFORCOM N7 ADT-schools team will vet all NROWS requirements and orders to make fiscally disciplined investments in programmed mobilization billet training for individual Sailors, and to resource unit-level training requirements for Navy Reserve operational forces and Navy Reserve Readiness Units up to documented requirement numbers.

(a) Verify that ADT-schools requests for SELRES supporting a Navy Active Unit Identification Code (AUIC) align with a documented Navy Enlisted Classification or unit-level training requirement. COMNAVRESFORCOM N7's assumption is that requirements documented in the Fleet Training, Management, and Planning System (FLTMPS) or Total Force Manpower Management System (TFMMS) are valid, and conversely, that requirements not resident in FLTMPS or TFMMS are invalid.

(b) Support FLTMPS-documented unit training requirements up to the total requirement numbers identified on the FLTMPS Command 12 Month Training Plan report. NEC requirements for mobilization billets must be documented in TFMMS and will be supported using the FLTMPS RUAD Report for confirmation. Requests for exceptions to fund ADT-schools orders above documented training requirements must be justified within the NROWS requirement and orders request. Requests for exceptions to fund ADT-schools orders for undocumented requirements must show that the RPD or supported command/Type Commander/Systems Command/Fleet is engaged in the process of documenting the new requirement, and will be evaluated on a case-by-case basis if justification is provided within the NROWS orders and requirement.

(c) With the implementation of the Ready Relevant Learning training construct and the expansion of affected accession "A" and "C" schools and block learning implementation, COMNAVRESFORCOM N7 will promulgate additional guidance via ForceConnect and the COMNAVRESFORCOM N7 SharePoint Web site to assist in management of block learning orders.

(2) To ensure proper quota management, NROWS orders must be submitted, saved, and routed by the NRA OS no later than 30 days prior to the start date of the orders for CONUS schools, and 60 days prior for OCONUS schools. It is the responsibility of the Sailor and their COC to cancel unused quotas as soon as possible, but no later than 14 days prior to the start of the course to allow other potential students the opportunity to train.

(3) ADT-Schools deadline. Sailors and NRAs must save and route ADT-schools orders in NROWS no later than 30 June 2022.

(4) Detailed ADT-schools orders vetting and guidance. The COMNAVRESFORMCOM N7 SharePoint page contains a comprehensive list of all ADT-schools orders vetting criteria and additional ADT-schools guidance.

7. Inactive Duty Training Travel (IDTT) Policy.

a. IDTT funding provides travel and per diem for Sailors performing IDT (drills) away from their assigned training location. Supported commands, Reserve Component Command (RCC) commanders, and unit leadership must prioritize available IDTT funding to conduct necessary training that ensures individual warfighting readiness and overall unit readiness and contributes to the Force's strategic depth.

b. Cross-assigned (CA) Sailors. IDTT funding may be used to bring CA Sailors to their UMUIC or to the supported command. Individual training on such orders, should be of a nature that is unique to the UMUIC location, fleet concentration areas, and the supported command. Additionally, IDTT orders may be used for group training in which unit cohesion is critical. Routine and administrative matters which may be completed at a member's Training Unit Identification Code (TRUIC) (periodic health assessment, physical fitness assessment, general military training, etc.) are not ideal IDTT objectives unless incidental to unique or unit level training.

c. Supported commands IDTT funding. Used for travel from the service member's TRUIC to AC supported command, TRUIC to UMUIC, or AC mission requirements at alternative locations. Travel reimbursement for IDTT orders is calculated differently than for AT or ADT orders. For further information, refer to the Joint Travel Regulations or an NRA approving official.

d. Supported command RPDs will plan, prioritize, and fund all CA travel. This is to eliminate confusion as to the funding source for IDTT orders. The RCCs will fund IDTT for Sailors assigned to the RCC, for baseline mobilization readiness (medical, dental, legal, etc.) and Sailors assigned to operational support units in an in-assignment processing (IAP) status.

Supported command RPDs will fund CA travel to meet specific gaining command additional training and mobilization requirements.

e. Members must be approved for IDT periods or additional IDT periods in the drill management system prior to approval of associated IDTT orders. After IDTT execution, if IDT periods or additional IDT periods were not available, drill pay will not be authorized, resulting only in a credit of non-pay additional drills for retirement points.

8. Inactive Duty Training Reimbursement (IDT-R) Policy

a. Inactive Duty Training Reimbursement (IDT-R) funding provides reimbursement for travel for selected members of the Navy Reserve to address critical skill shortfalls in support of increased unit and individual readiness. Officers and enlisted Sailors who meet eligibility requirements and travel 150 miles or greater from their primary residence to their drill site may apply via the Manpower and Personnel Assignments/Force Structure SharePoint website in accordance with COMNAVRESFOR NOTICE 1570. Per the Joint Travel Regulations, eligible members who opt-in to the IDT-R program will be reimbursed up to \$500.00 in travel expenses. Members are limited to 12 reimbursable round trips and this program may be restricted due to budgetary constraints.

9. IDT Scheduling Policy. Historically, tens of thousands of IDTs have been rescheduled to the end of the FY for convenience and are never executed. This causes a financial risk as Force Comptrollers are required to hold the financial obligation of these scheduled drills until after the scheduled drill date has passed and the drill is fully adjudicated in the drill management system. Therefore, drills will not be scheduled en masse to Quarter 4. Improved IDT financial management will drive strategic depth and increase warfighting readiness by allowing Force Comptrollers to make informed decisions earlier in the FY. This guidance applies only to FY IDT entitlement.

a. FY IDT Schedule

(1) NRAs will not schedule more than four IDT periods for each month in Quarter 4 when loading the FY IDT Schedule (i.e., originally scheduled IDTs) in the drill management system.

b. Individual Reschedules: Unit COs (or designated representatives) will ensure the following policy adherence when reviewing individual reschedule requests in the drill management system.

(1) Quarter 1 through Quarter 3 originally scheduled IDTs will not be individually rescheduled to Quarter 4.

(2) Quarter 4 originally scheduled IDTs may be individually rescheduled freely throughout the FY.

c. Unit Reschedules: Unit COs may determine a requirement to reschedule an entire Unit's drill weekend to support specific tasking from active duty supported commands.

(1) Quarter 1 through Quarter 3 originally scheduled drill weekend IDTs may be Unit rescheduled to Quarter 4 in a limited manner per the intent of this policy.

(2) Reserve Unit leadership will coordinate with NRA COs prior to submitting Unit reschedules into Quarter 4.

10. Additional Drill Period Policy.

a. It is the responsibility of the RPD to advise unit COs and OICs on the availability and distribution of additional drills to assigned units. Additionally, RPDs must closely monitor additional drill allocations against actual funding execution.

b. Per reference (b), unit COs and OICs will be responsible for approving additional drills in the drill management system and managing available allocated unit drills. A letter from the unit to the NRA for approval of additional IDTs is not required. Unit approval of the additional IDT in the drill management system serves as verification to the NRA that the unit confirmed additional drill funding is available.

11. Officer Development School (ODS) and Limited Duty Officer (LDO)/Chief Warrant Officer (CWO) Academy.

a. Per reference (e), COMNAVRESFORCOM Manpower and Personnel (N113) will manage the application of the Direct Commission Officer (DCO) manpower availability status (MAS) code for DCOs, LDOs, and CWOs who have not fully completed ODS or LDO/CWO Academy. The DCO MAS code initiates an NROWS hard hold prohibiting the execution of any travel orders prior to the completion of ODS or LDO/CWO Academy. COMNAVRESFORCOM N113 is the only organization authorized to remove the DCO MAS code from a Reserve officer record.

b. DCOs, LDOs, and CWOs must successfully complete all ODS or LDO/CWO Academy requirements within one year of commissioning. Per reference (e), a newly commissioned officer's first set of orders (E-AT and ADT) will be to complete ODS or LDO/CWO Academy. LDOs and CWOs will attend LDO or CWO Academy using E-AT orders. DCOs will attend the full five week ODS course on ADT-schools orders. For ODS, LDO, or CWO Academy schedules, see the Catalog of Navy Training Courses at: <https://app.prod.cetars.training.navy.mil/cantrac/vol2.html>.

12. Senior Enlisted Academy (SEA)

a. Per reference (f), Senior Chief Petty Officers (SCPO) selected in FY17 and later will complete SEA to be eligible for advancement to Master Chief Petty Officer. COMNAVRESFORCOM N7 will provide ADT-schools funding for SELRES to attend SEA.

There are currently two dedicated two-week SELRES-only SEA courses scheduled for FY22. SCPOs desiring to attend SEA should plan to attend one of these two SELRES SEA courses. SELRES quotas in the three-week AC SEA classes are not guaranteed. SEA candidates can register for SEA via the Navy War College web-site:

<https://usnwc.edu/senior-enlisted-academy/Registration-and-Enrollment>.

b. SEA candidates must have approved orders prior to starting the Blackboard portion of SEA. SEA candidates that start Blackboard exercises without approved orders will not be funded to attend the in-residence portion of SEA on ADT-Schools orders and, per SEA guidelines, must restart the course from the beginning at a future convening.

13. Chief Petty Officer (CPO) Initiation

a. CPO initiation will be conducted per reference (i).

b. CPO Leadership Development, Laying the Keel.

(1) FY22 CPO selectees will be funded to attend the Laying the Keel over a five day period using ADT-schools funds. All orders will be submitted to COMNAVRESFORCOM N7 within 14 days of the release of the CPO selection message.

(2) Formal facilitators for Laying the Keel will be funded using ATP funds, centrally managed through COMNAVRESFORCOM. In keeping with Naval Education and Training Command standards, two instructors will be funded per 16 selectees at a particular training location.

c. Heritage Event. Annually, the Navy sends a limited number of CPO Selectees to participate in a heritage event aboard the USS CONSTITUTION and battleship NEW JERSEY. These are the only heritage events authorized for funding using AT or ADT.

d. Team building, network events, and mentorship. Training events occurring between CPO selection and CPO pinning, although important in the initiation of the CPO selectees, are not designated as formal Navy training requirements. As such, they will not be funded using AT/ADT. Per reference (h), SELRES participating in training events must be in an authorized status. In order to maximize participation, (CPOs and Selectees) will use both paid and non-paid additional drills to account for these training events.

e. Capstone Event (Final Night). To encourage maximum participation in the CPO Initiation Capstone event, both paid and non-paid IDT periods are authorized for participants. Unit CO concurrence and approval is required in order to utilize the paid IDT option.

f. A limited amount of Additional Training Periods are allotted to the Force Master Chief account to support CPO initiation events. Navy Operational Support Centers in remote locations where manning is limited will receive ADT funding on a case-by-case basis.

14. Personnel Assignments and Reserve Unit Assignment Document (RUAD) Management.

a. Transfers from a SELRES status (i.e., retirement or transfers to the Individual Ready Reserve, VTU, or Active Status Pool) affect incentives and benefits, such as bonus payments, Post 9-11 GI Bill benefit transferability, TRICARE, and Service Members' Group Life Insurance coverage. Such action could result in recoupment efforts if service requirements are not met prior to transfer. Unit COs or OICs will counsel SELRES regarding their affected benefits, and NRAs must ensure Sailors acknowledge their understanding by signing the applicable NAVPERS 1070/613 (revision 08-2012), Administrative Remarks.

b. RPDs will review all RUADs monthly, to ensure billet requirements (such as Reserve functional area, gender, and leadership codes) are current and provide necessary strategic depth. Additionally, RPDs, unit COs, and OICs will be active participants in the SELRES assignment process, to include providing current billet descriptions in Reserve Force Manpower Tools (RFMT) for officer billets and MyNavy Assignments (MNA) for enlisted billets, as well as ranking junior officers and enlisted applicants quarterly in RFMT and MNA respectively.

15. Orders and Travel Vouchers. Liquidation of orders and travel vouchers is a Force priority and must be incorporated into the routine business of NRAs and units.

a. SELRES and VTU Sailors are required to ensure reporting and detaching endorsements are completed by the supported command prior to completion of duty. NSIPS e-Muster is the primary means of endorsement, but in extreme circumstances (e.g. if a command does not have a qualified Command Pay and Personnel Administrator, assigned to field/afloat duty, prolonged system issues for duration of orders, or any other circumstance that does not allow for e-Muster use) handwritten and stamped endorsements remain acceptable.

b. SELRES and VTU Sailors will submit a copy of their orders to their NRA within five business days of order completion.

(1) Unendorsed paper orders are acceptable if accompanied by the NSIPS-generated AT or ADT orders signature page from the member's self-service account as generated by e-Muster.

(2) Endorsed handwritten and stamped orders are required when NSIPS AT/ADT e-Muster is not used.

c. Unit COs and OICs must incorporate order and travel claim liquidation as part of routine unit administration. This includes immediately cancelling both the NROWS order application and the associated Defense Travel System (DTS) authorization, if applicable, should a member not execute their orders.

d. NRAs must monitor and work to reconcile orders and travel claim liquidation weekly.

e. NRAs are authorized to suspend subsequent orders until all required documentation has been submitted to satisfy the liquidation of any previous order.

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f. NRAs are required to submit all order modifications that change the number of duty days to the servicing Reserve Services Branch of Transaction Service Center, Norfolk, upon approval.

16. Financial Improvement and Audit Readiness. Documents that support a financial transaction must be maintained for 10 years. Therefore, to ensure audit readiness, all key supporting documents for all gains, losses, and military pay transactions must be scanned and stored electronically in DONTRACKER unless otherwise specified in reference (b).

17. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

18. Forms. NAVPERS 1070/613 (REV. 08-2012), Administrative Remarks, is available from the link below Web site: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS_1070-613_Rev08-12.pdf

19. Cancellation Contingency. This notice will remain in effect for one year or until a new FY guidance is issued.

A handwritten signature in black ink, appearing to read 'JAS' followed by a stylized flourish.

J. A. SCHOMMER
Deputy Commander

Releasability and distribution:

This notice is cleared for public release and is available electronically only via COMNAVRESFORCOM Web site, <https://navyreserve.navy.afpims.mil/Resources/Official-Guidance/Notices/>